

Required Records for Home Child Care Providers

The following are lists of records that must be at your home for review. You may want to copy the Child Records list and the Caregiver Record list and attach them to the front of each child and each caregiver file.

GENERAL RECORDS
<input type="checkbox"/> Documentation of the previous 12 months of fire drills (Licensed only)
<input type="checkbox"/> Documentation of the previous 12 months of disaster drills (Licensed only)
<input type="checkbox"/> Current animal vaccination records
<input type="checkbox"/> A minimum of six weeks of child attendance records
<input type="checkbox"/> approved initial CBS/LIS forms for everyone 12 and older in the home
<input type="checkbox"/> Your current Request for Annual Renewal of CBS/LIS Criminal History Information for Child Care
<input type="checkbox"/> Your current Disclosure & Consent Statement for CBS/LIS Background Screening
<input type="checkbox"/> Your written policies and procedures (Licensed only)
<input type="checkbox"/> Your written emergency and disaster plan (Licensed only)

This form is provided for technical assistance purposes only.
Providers may use this form if they choose, but are **not** required to use this form

CHILD RECORDS
<input type="checkbox"/> Admission Form
<input type="checkbox"/> Current immunization record or documentation of a legally valid exemption
<input type="checkbox"/> Transportation Permission Form (when applicable)
<input type="checkbox"/> Medication Permission Forms & Record of Medications Administered (minimum six week)
<input type="checkbox"/> Accident / Incident / Injury Reports (Licensed only, minimum six week)

CAREGIVER RECORDS
<input type="checkbox"/> Approved Initial CBS/LIS Consent and Release of Liability for Child Care Form
<input type="checkbox"/> Documentation of orientation training
<input type="checkbox"/> Documentation of annual training for the past 2 years (as required by rule)
<input type="checkbox"/> Current First Aid and CPR Certification (as required by rule)

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